



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 1

890509-03

## FOR AGENCY USE

Application Date

Application Number

## 1. Agency Address

Commissioner of Insurance  
Insurance Department - Regulatory Laws  
604 West Tower, Floyd Building  
200 Piedmont Avenue, S.E.  
Atlanta, Georgia 30334

## FOR RECORDS MANAGEMENT USE

Application Number

89-030

Date Received

Date Completed

MAY - 9 1989 JUN 12 1989

## 2. Person to Contact

Mary Jane Johnston

## Working Title

Administrative Clerk

## Telephone Number

656-2076

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

March - 1989 present

## 5. Records Series Title (followed by title used in office, if different)

Quarterly Financial Statements (Casualty, Title Companies)

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Commissioner of Insurance is responsible for regulating insurance companies and for administering insurance-related laws; supervising and licensing loan companies making loans of \$2,500 or less; and enforcing the State's Fire Safety Laws and Mobile home sales regulations.

The Insurance Division supervises insurance companies and agents, ~~collects premium taxes~~, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:

Insurers Financial Statement - a quarterly statement is received each quarter and one quarter supersedes the present quarter.

Included are:

Quarterly Figures

File is arranged:

Alphabetically

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 1; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves 2; Other (specify) \_\_\_\_\_

X	a. Is this the official copy or the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                        |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.           |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3 months</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.           |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Referral Purposes \_\_\_\_\_

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Quarterly then,

- ☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

Destroy as subsequent filings are received

1989 MAY 29 AM 10:41

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph L. ...</i>	5-1-89	<i>Fred ...</i>	5-8-89
89-030		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
890509-03		<i>Edward ...</i>	6/12/89
		Secretary of State/Designee	Date
		<i>W. H. ...</i>	6/7/89
		Governor/Attorney General/Designee	Date
		<i>W. H. ...</i>	6/7/89